



**TOWN of GREENBURGH
DEPARTMENT OF BUILDINGS**

177 Hillside Avenue, Greenburgh, New York 10607
(914) 989-1574 Fax (914) 989-1573
www.GreenburghNY.com email: building@greenburghny.com

BUILDING RECORD REQUEST

This form is used only for building department record requests only

PLEASE CLEARLY PRINT ALL INFORMATION

Applicant Name: _____ Representing: _____

E-Mail: _____ Phone: _____

Signature: _____ Date: _____

Property Address: _____

<u>CHECK RECORDS REQUESTED</u>		*OFFICE USE ONLY*	
		Count	Total Fee
List of all certificates issued and open permits - NO FEE			
List of active violations (if any) - NO FEE	ACTIVE	NONE	
Certificates of occupancy/completion (\$10/Certificate)			
Property Survey			
Building Plans - An original letter of authorization from property owner is required to obtain copies of interior floor plans			
Copies of ALL building permits (or list specific permits below)			
Copies of ALL active violations			
	ACTIVE	NONE	
Other records requested:	Total Due	\$	

You will be contacted within five business days of the receipt of this request advising you that: the requested records are available; or the request has been denied (a written explanation will be provided); or the search will require more time to grant/deny (time required to complete search will be provided)

Record Copy Fees: 0.25/ page letter or legal size; \$1/page 11" x17"; \$7/page over 11" x 17"; Certificates of occupancy or completion \$10/certificate. Electronic records may be requested if available.

Copies of records can be paid by check, money order or credit card (Visa, MasterCard or Discover) – no cash

If you have additional questions about a building or property please email building@greenburghny.com . We

Steven Fraietta, Building Inspector